

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK I -
Correctional Staffing

SALARY GROUP: A07

DEPARTMENT: Training and Leader Development Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Benny Kinsey DATE: 03/12/2021

POSITION #: 037095

I. JOB SUMMARY

Performs entry-level to routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides information and instructions on recruiting procedures and actions; assists the public and staff in completing forms; and forwards documents to appropriate department for action.
 - B. Prepares recruiting correspondence, records, reports, and other related forms; compiles, sorts, and distributes information, documentation, and files; and opens, sorts, date stamps, and routes mail.
 - C. Codes, enters, verifies, retrieves, tabulates, and tracks data in an automated information system; and maintains files and records.
 - D. Screens and verifies applicant information; and prepares and maintains related records.
 - E. Answers inquiries regarding policies and procedures; responds to requests for information; and answers telephones, takes messages, and provides referrals to appropriate person.
 - F. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Clerical, secretarial, administrative support, or technical program support experience preferred.
3. Computer operations experience preferred.
- * Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to prepare and maintain complex records and files in an automated system.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.
8. Skill to type 45 words per minute (with no more than 10 errors) preferred.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, hand truck, wheel cart, pallet jack, dolly, and automobile.